



## Required Reading List

Books are available at the Mississippi Library Commission or the MCPM Library. If no location is listed, you will have to acquire the book with your own resources. Please refer the Required Reading Abstract for further information about your reading projects.

### Contacts:

#### Mississippi Library Commission (MLC)

Curtis Sene Chatman  
[cchatman@mlc.lib.ms.us](mailto:cchatman@mlc.lib.ms.us)  
 601-432-4127

#### MCPM Library:

Shondra Houseworth  
[shondra.houseworth@mspb.ms.gov](mailto:shondra.houseworth@mspb.ms.gov)  
 601.359.2715

Tori Whitley  
[tori.whitley@mspb.ms.gov](mailto:tori.whitley@mspb.ms.gov)  
 601.359.2768

Book Title	Author(s)	Publisher	Year of Publication	Location
A Whole New Mind	Daniel H. Pink	Penguin Group	2005	CPM Library
The Accountable Organization: Reclaiming Integrity and Restoring Trust	John Marchica	Davies-Black	2004	CPM Library, MLC
The Age of Speed	Vince Poscente	Bard Press	2008	CPM Library, MLC
Becoming a Conflict Competent Leader	Tim A. Flanagan Craig E. Runde	Jossey-Bass	2007	CPM Library
Before Happiness: The 5 Hidden Keys to Achieving Success, Spreading Happiness, and Sustaining Positive Change	Shawn Achor	Crown Publishing	2013	
Benchmarking: for Best Practices in the Public Sector: Achieving Performance Breakthrough in Federal State, and Local Agencies	Patricia Keehley	Jossey-Bass	1997	CPM Library, MLC
Breaking through Bureaucracy: A New Vision for Managing in Government	Michael Barzelay	University of California Press	1992	CPM Library, MLC
Change Anything	Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzer	Grand Central Publishing	2011	CPM Library
Cigars, Whiskey, and Winning: Leadership Lesson from General Ulysses S. Grant	Al Kaltmen	Prentice Hall Press	1998	CPM Library, MLC
Coaching for Commitment: Managerial Strategies for Obtaining Superior Performance	Dennis Kinlaw	Pfeiffer	1989	CPM Library
The Coming Jobs War	Jim Clifton	Gallup Press	2011	CPM Library
The Complete Communicator: Change Your Communication, Change Your Life!	William Lampton	Hillsboro Press	1999	CPM Library, MLC
Crisis Management: Planning for the Inevitable	Steven Fink	American Manage. Association	1986	CPM Library, MLC
Crucial Confrontations	Kerry Patterson Joseph Grenny	McGraw-Hill	2002	CPM Library, MLC
Crucial Conversations	Kerry Patterson Joseph Grenny	McGraw-Hill	2002	CPM Library, MLC
Drive	Daniel H. Pink	Penguin Group	2009	
The Dream Manager	Matthew Kelly Patrick M. Lencioni	Beacon Publishing	2007	CPM Library, MLC
The Eighth Habit: From Effectiveness to Greatness	Stephen R. Covey	Simon & Schuster	2004	CPM Library, MLC
11 Lessons in Self Leadership	Larry Holeman	Wyncom	1995	CPM Library
The Empowered Manager: Positive Political Skills at Work	Peter Block	Jossey-Bass	1987	CPM Library, MLC

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Empowering Yourself, 2nd ed.	Harvey J. Coleman	Kendall/Hunt Pub.	2010	CPM Library
Excellence by Design: Leadership – The Six Key Characteristics of Outstanding Leaders	John Spence	JK Spence	2002	CPM Library, MLC
The 4 Disciplines of Execution	Chris McChesney, Sean Covey, and Jim Huling	Free Press	2012	CPM Library
The Fifth Discipline: The Art and Practice of the Learning Organization	Peter M. Senge	Doubleday/Currency	1990	CPM Library
First, Break All the Rules: What the World's Greatest Managers Do Differently	Marcus Buckingham	Simon & Schuster	1999	CPM Library, MLC
First Things First: To Live, To Love, To Learn, To Leave a Legacy	Stephen R. Covey	Simon & Schuster	1994	CPM Library
Fish! – A Remarkable Way to Boost Morale and Improve Results	Stephen C. Lundin	G.K. Hall	2001	CPM Library, MLC*
The Five Dysfunctions of a Team	Patrick Lencioni	Jossey-Bass	2002	CPM Library, MLC
The Five Temptations of a CEO	Patrick Lencioni	Jossey-Bass	2013	CPM Library
Getting to Yes: Negotiating Agreement Without Giving In 2 <sup>nd</sup> Edition	Roger Fisher	Penguin	1991	CPM Library, MLC*
Gifts Differing	Isabel Myers-Briggs	Consulting Psych. Press	1980	CPM Library
Good to Great: Why Some Companies Make the Leap... And Others Don't	Jim Collins	HarperCollins Publishing	2001	CPM Library, MLC*
Good to Great and the Social Sectors	Jim Collins	HarperCollins Publishing	2005	CPM Library, MLC
The Goal: A Process of Ongoing Improvement	Eliyahu M. Goldratt	North River Press	1992	CPM Library, MLC*
Great by Choice: Uncertainty, Chaos, and Luck--Why Some Thrive Despite Them All	Jim Collins	HarperCollins	2011	
Growing Great Employees	Erika Anderson	Penguin	2006	CPM Library, MLC
Guide to Strategic Thinking, Guide to Long Range Planning, Guide to Tactical Planning (Morrissey on Planning. Set of three.)	George Morrissey	Jossey-Bass	1996	CPM Library, MLC
Gung Ho!	Kenneth H. Blanchard	Morrow	1998	CPM Library, MLC
Hard Wired Leadership: Unleashing the Power of Personality to Become a New Millennium Leader	Roder R. Pearman	Davies-Black	1998	CPM Library, MLC
How to Stay Cool, Calm, & Collected When the Pressure's On: A Stress Control Plan for Businesspeople	John E. Newman	American Management Association	1992	MLC
The Human Resources Scorecard – Measuring the Return on Investment	Jack J. Phillips Ron D. Stone Patricia P. Phillips	Butterworth-Heinemann	2001	CPM Library, MLC
Influencer: The Power to Change Anything	Patterson, Kenny, Grenny, Joseph, Maxfield, David, McMillan, Ron and Switzler, Al	McGraw-Hill	2008	CPM Library, MLC*
Into the Storm: A Study in Command	Tom Clancy	Putnam	1997	MLC
Leadership and the One Minute Manager	Kenneth Blanchard	Morrow	1985	CPM Library, MLC
The Leadership Challenge: How to Keep Getting Extraordinary Things Done in Organizations, 2 <sup>nd</sup> Ed.	James M. Kouzes	Jossey-Bass	1995	CPM Library, MLC
Leadership Pipeline: How to Build the Leadership-Powered Company	Ram Charan	Jossey-Bass	2001	CPM Library, MLC
Leading Quietly: An Unorthodox Guide to Doing the Right Thing	Joseph Badaracco	Harvard Business School Press	2002	MLC

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Lincoln on Leadership: Executive Strategies for Tough Times	Donald T. Phillips	Warner Books	1993	CPM Library, MLC
Listening with Empathy: Creating Genuine Connections with Customers and Colleagues	John Selby	Hampton Roads	2007	CPM Library, MLC
Make It So: Leadership Lessons From Star Trek, The Next Generation	Wess Roberts	Pocket Books	1996	CPM Library, MLC
Making Change Irresistible: Overcoming Resistance to Change in Your Organization	Ken Hultman	Davies-Black	1998	MLC
Management Methods of Jesus: Ancient Wisdom for Modern Business	Bob T. Briner	Nelson	1996	CPM Library, MLC
Management: Tasks, Responsibilities, Practices	Deter Drucker	Butterworth-Heinemann	1974	CPM Library, MLC
Managing from the Heart	Hyer Bracey	Dell	1990	CPM Library, MLC
Managing the Hidden Organization	Terrence Deal	Warner	1994	MLC
Monday Morning Leadership	David Cottrell	Cornerstone	2002	CPM Library, MLC
More Than Words: 9 Silver Rules for Powerful Yet Considerate Communication	Edward Horrell	Center for Spoken Communication	1995	CPM Library
Motivation Management: Fueling Performance by Discovering What People Believe in Themselves and Their Organizations	Thad B. Green	Davies-Black	2000	MLC
Networking For People Who Hate Networking	Devora Zack	Berrett-Koehler Publishers, Inc.	2010	CPM Library
The 9 Natural Laws of Leadership	Warren Blank	AMACOM	1995	
Never Check E-mail in the Morning	Julie Morgenstern	Fireside	2005	CPM Library, MLC
The New Managerial Mentor: Becoming a Learning Leader to Build Communities of Purpose	Patricia J. Fritts	Davies-Black	1998	CPM Library, MLC
The No A-hole Rule: Building a Civilized Workplace and Surviving One that Isn't	Robert I. Sutton, Ph.D.	Warner Business Books	2007	CPM Library, MLC
Now, Discover Your Strengths	Marcus Buckingham, Dr. Donald Clifton	The Free Press	2001	CPM Library, MLC
On Becoming a Leader	Warren Bennis	Addison-Wesley	1994	CPM Library, MLC
The One Minute Manager Builds High Performing Teams	Kenneth Blanchard	Morrow	1990	CPM Library, MLC
The One Minute Manager Meets the Monkey	Kenneth Blanchard	Morrow	1989	CPM Library, MLC
The Power of Eagles: Nature's Way to Individual Accomplishment	Twyman L. Towery	Wessex House	2000	CPM Library, MLC
The Power of Ethical Management	Kenneth Blanchard	Morrow	1988	CPM Library, MLC
The Power Principle: Influence with Honor	Blaine Lee	Free Press	1998	CPM Library
Primal Leadership	Daniel Goleman	Harvard Press	2002	CPM Library, MLC*
Principle-Centered Leadership	Stephen R. Covey	Summit Books	1991	CPM Library, MLC
Putting the One Minute Manager to Work	Kenneth Blanchard	Berkely	1985	CPM Library, MLC
The Rules of Management	Richard Templar	Prentice Hall	2005	CPM Library, MLC
Seamless Government: A Practical Guide to Re-Engineering in the Public Sector	Russell M. Linden	Jossey-Bass	1994	CPM Library, MLC
Send: The Essential Guide to Email for Office and Home	David Shipley Will Schwalbe	Alfred A. Knopf	2007	CPM Library, MLC
The Seven Habits of Highly Effective People	Stephen R. Covey	Simon & Schuster	1989	MLC*
The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team	John T. Maxwell	Nelson Books	1989	

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The Speed of Trust: The One Thing that Changes Everything	Stephen M. R. Covey	Free, Press	2008	CPM Library
Social Intelligence: The New Science Human Relationships	Daniel Goleman	Bantam	2006	CPM Library, MLC
Strengths Finder 2.0	Tom Rath	Gallup Press	2007	CPM Library
Stressed is Desserts Spelled Backwards	Brian Luke Seaward, Ph.D.	Whole Person Associates, Inc.	2008	CPM Library, MLC
The Success Principles: How to Get Where You Are to Where You Want to Be	Jack Canfield	Collins	2005	CPM Library, MLC
The 3 <sup>rd</sup> Alternative	Stephen R. Covey	Free Press	2011	CPM Library
The 10 Natural Laws of Successful Time and Life Management: Proven Strategies for Increased Productivity and Inner Peace	Hyrum Smith	Warner	1994	MLC
The 360° Leader	John C. Maxwell	Nelson Books	2005	CPM Library, MLC
Take Charge of Your Mind: Core Skills to Enhance Your Performance	Paul Hannam John Selby	Hampton Roads Publishing	2006	CPM Library, MLC
Tough-Minded Leadership	Joe D. Batten	AMACOM	1989	CPM Library
Toxic Coworkers: How to Deal with Dysfunctional People on the Job	Alan Cavaiola	New harbinger	2000	CPM Library, MLC
True Leaders	Bette Price	Dearborn Trade	2001	CPM Library, MLC
Turbulence! Challenges and Opportunities in the World of Work: Are You Prepared for the Future?	Roger E. Herman	Oakhill Press	1995	CPM Library, MLC
The 21 Indispensable Qualities of a Leader: Becoming the Person Others Will Want to Follow	John C. T. Maxwell	Nelson Books	1999	MLC*
Up is Not the Only Way: A Guide to Developing Workforce Talent	Beverly Kaye	Davies-Black	1997	CPM Library, MLC
Verbal Judo: The Gentle Art of Persuasion	George Thompson	Morrow	1993	MLC
A Whack on the Side of the Head: How You Can Be More Creative	Roger Van Oech	Warner	1998	CPM Library
What Got You Here, Won't Get You There	Marshall Goldsmith	Hyperion	2007	CPM Library, MLC
Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life	Spencer G. P. Johnson	Putnam's Sons	1998	CPM Library, MLC*
Wikinomics: How Mass Collaboration Changes Everything	Don Tapscott Anthony Williams	Penguin Group	2008	CPM Library, MLC
The Wisdom of Teams: Creating the High-Performance Organization	Jon R. Katzenbach	Harvard Business School Press	1993	CPM Library, MLC
The Wisdom of Wolves: Nature's Way to Organizational Success	Twyman L. Towery	Wessex House	1995	CPM Library, MLC
The World Is Flat	Thomas L. Friedman	Farrar, Straus, Giroux	2005	MLC*
Work With Me! Resolving Everyday Conflict in Your Organization	Gini Graham Scott	Davies-Black	2000	CPM Library, MLC
Working with Emotional Intelligence	Daniel Goleman	Bantam Books	1998	CPM Library, MLC*
You Don't Need a Title to Be a Leader	Mark Sanborn	Doubleday	2006	CPM Library, MLC
You've Got to be Believed to be Heard	Bert Decker	St. Martin's Press	1992	CPM Library, MLC

\*audio copy available from MLC



Office of Workforce Development  
210 East Capitol Street, Suite 250  
Jackson, MS 39201  
Phone: 601.359.2757 Fax: 601.359.2717